

**RESOLUTION NO. 13-\_\_\_\_\_**

**WHEREAS**, on June 27, 2013, the City Council adopted Ordinance No. 13-433, which amended Chapter 15 of the Code of Ordinances of the City of Huntsville, to increase the City's applicable lodging tax by one percent (1%) to be used for the promotion of tourism, including, but not limited to, "bid proposal fees" for convention and meeting events and related tourism promotional fees requirements; and,

**WHEREAS**, the City Council desires to establish a Lodgings Tax Event Advisory Committee for the purpose of recommending how the additional one percent (1%) lodgings tax revenues will be disbursed for the promotion of tourism as provided in Ordinance No. 13-433.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Huntsville, Alabama, as follows:

1. The Lodgings Tax Event Advisory Committee (the "Committee") is hereby established.

2. The Committee shall be comprised of five (5) members, with one member to be designated by the governing body of the following entities, agencies, or organizations: The City of Huntsville, as designated by the Mayor; the Von Braun Center Board of Control; the Huntsville-Madison County Convention and Visitors Bureau; the Huntsville Sports Commission; and that portion of the hotel industry located within the corporate limits of the City of Huntsville, Alabama.

3. The Committee shall elect a chair, who shall convene meetings of the Committee. The Committee shall elect a Vice-Chair, who shall serve in the absence of the Chair. The Committee shall appoint a Recorder, who shall keep minutes of meetings of the Committee with such minutes being kept on file in the Mayor's Office following council approval of funding for the events impacted by Committee action. The Recorder may be a member of the Committee, but need not be. If not a member of the Committee, then the Recorder shall be an employee of the City of Huntsville. Meetings may be called by the Chair, or by two members of the Committee if the Chair is unable, or declines, to convene a meeting. Members shall be notified, in writing, via email, text, facsimile, or regular mail, of any meeting, and notices must be delivered so that there is a likely chance of receipt of the notice at least 24 hours prior to the date and time scheduled for the meeting.

4. All financial commitments of the Committee shall be funded from the one percent (1%) Lodgings Tax authorized by Ordinance No. 13-433. The cumulative financial commitments for a particular fiscal year shall not exceed the budgeted tax revenue for that fiscal year as supplied to the Committee by the Finance Department.

5. The Committee shall have the authority to approve funding commitments, not to exceed \$100,000, for the promotion of tourism, including, but not limited to, "bid proposal fees" for convention and meeting events, and related tourism promotional fee requirements, provided:

a. The City Council President (or the President Pro Temp, in the absence of the President) is notified of, and consents to, the funding commitments;

b. Formal City Council approval of the funding commitment is obtained as soon as possible after notice of confirmation of the event is received, yet, in any event, prior to the disbursement of the funding commitment.

c. In order to obtain Council approval, the Committee shall provide the funding commitment details to the Mayor's Office; the City Attorney; and the Finance Director. Details shall include the nature and date of the event, the amount required for the funding commitment, the date payment is required to be remitted, and the agency to which the payment is to be made (e.g. Von Braun Center; Convention and Visitors Bureau; or, Huntsville Sports Commission).

6. Funding commitments exceeding \$100,000 must approved by the City Council prior to the funding commitment by the Committee.

7. Upon approval by the City Council, the Finance Department will process the payment to the recipient agency. The agency will disburse the payment, or incur costs, as approved by the Committee, and will submit supporting documentation of all expenditures or disbursements to the Committee within fourteen (14) days of completion of the disbursement process. The Committee shall review the report from the agency and keep minutes thereof.

8. Lodgings tax revenue may be used to make capital improvements associated with the activities of the Committee and for which the tax was established, subject to advance Council approval, but only to the extent the fund balance of the cumulative 1% lodgings tax revenue authorized by Ordinance No. 13-433, (less expenditures and encumbrances) will not be less than \$1 million, including the proposed capital improvements.

9. The lodgings tax revenues generated by Ordinance No. 13-433 shall not be used to pay for operating expenses for any entity.

**ADOPTED** this the 7th day of November, 2013.

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President of the City Council of  
the City of Huntsville, Alabama

**APPROVED** this the 7th day of November, 2013.

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Mayor of the City of Huntsville,  
Alabama